

Ordinance No. 2 of 2018

**AN ORDINANCE ESTABLISHING A UNIFORM PARCEL IDENTIFIER
SYSTEM BY PROVIDING FOR A DEPOSITORY AGENCY OF THE
COUNTY'S TAX MAPS, INCLUDING ADDITIONS, DELETIONS, AND
REVISIONS OF SUCH MAPS, AND BY PROVIDING FOR THE ASSIGNMENT
BY SUCH AGENCY OF UNIFORM PARCEL IDENTIFIERS FOR EACH
PARCEL ON THE MAP TO FACILITATE CONVEYANCING AND ESTABLISH
A MODERN LAND RECORDS SYSTEM**

Pursuant to the provisions of the Uniform Parcel Identifier Law, Act of January 15, 1988, P.L. 1, No. 1, § 1 (21 P.S. § 331, *et seq.*) and the Act of January 15, 1988, P.L. 8, No. 4, § 2 (16 P.S. § 9781.1, *et seq.*) it is hereby enacted and ordained by the Commissioners of the County of Crawford, Pennsylvania (the "County") as follows:

Section 1 - Short Title

This Ordinance shall be known as the Crawford County Uniform Parcel Identifier Ordinance.

Section 2 - Definitions

The following words and phrases when used in this ordinance shall have the meaning given to them in this Section unless the context clearly indicates otherwise. All words and terms not defined herein shall be used with a meaning of standard usage.

"County Tax Map." A map describing Real Estate in Crawford County, maintained for tax assessment purposes as otherwise provided by law.

"Document." The term "Document" includes the following to be recorded in the Office of the Recorder of Deeds of Crawford County:

1. A general or special warranty Deed, Quit-claim Deed, and all types of Corrective Deeds;
2. Installment Land Contract (Article of Agreement);
3. Mortgage; a partial or complete Assignment of Mortgage; a partial or complete Release of Mortgage; an Extension, Postponement, or Subordination of Mortgage, Satisfaction Pieces, or corrective versions of any of these items.

When determining whether a submission for recording is a Document, the overall effect and/or purpose or substance of the submitted document will be examined, regardless of the title of the submission. For example, a document submitted for recording that is effectively an article of agreement between parties involving real estate will be considered a Document for purposes of this Ordinance, even if that document is not expressly called an Installment Land Contract or Article of Agreement.

“Metes and bounds.” The boundary lines of land, with their terminal points and angles. A way of describing land by listing the compass directions and distances of the boundaries.

“Municipality.” Any city of the first, second, second class A or third class, borough, incorporated town, township of the first or second class or any similar general purpose unit of government which shall hereafter be created by the General Assembly. The term includes those general purpose units of government smaller than a county which exercise self-government under a home rule charter or optional plan.

“Owner.” The person(s) and/or entity(ies) of record possessing any form of current interest in Real Estate, as described in any Document with the exception of oil, gas, and/or mineral interests, as noted in a Document.

“Permanent Depository.” The Crawford County Assessment Office, as set forth in Section 4 of this Ordinance.

“Real Estate.” The surface estate and any interest(s) involving oil, gas, or mineral rights, or any other form, type, or extent of subsurface estate.

“Uniform Parcel Identifier.” A finite, punctuated sequence of numbers indicating the land parcel or other interest in Real Estate as shown on the recorded county tax map, which sequence shall be the existing or assigned county tax parcel number.

(1) In the case of a “unit” within the meaning of the Act of July 3, 1963 (P.L. 196, No. 117), known as the Unit Property Act, a designator for the number of the “unit” as

indicated on the recorded "declaration plan" shall be included in the sequence of numbers forming the uniform parcel identifier for such "unit."

(2) In the case of a "unit" within the meaning of 68 Pa. C.S. Part II Subpart B (relating to condominiums), a designator for the number of the "unit" as indicated on the recorded declaration shall be included in the sequence of numbers forming the uniform parcel identifier for such "unit."

(3) In the case of an interest in real estate less than fee simple, an additional designator may be included in the sequence of numbers forming the uniform parcel identifier for such interest in order to distinguish such interest from the fee simple parcel of which such interest is a part.

Section 3 – Uniform Parcel Identifier System Established

A Uniform Parcel Identifier system is established and implemented in the County of Crawford in accordance with the provisions of this Ordinance.

Section 4 – Assessment Office to be Permanent Depository

Pursuant to Section 4(a) of the Uniform Parcel Identifier Law (21 P.S. § 334(a)), the County Assessment Office shall be the single agency which shall be the permanent depository of all county tax maps. The designation of the permanent depository may be changed from time to time by resolution duly adopted by the Board of Commissioners. The said permanent depository is referred to herein as either the "permanent depository" or the "Assessment Office".

Section 5 – Tax Maps

A. The officials of the permanent depository, as from time to time designated by the Commissioners, shall create, revise, amend and maintain the county tax maps as authorized and required by Section 5 of the Uniform Parcel Identifier Law (21 P.S. § 335).

B. The uniform parcel identifier shall be the existing County tax parcel numbers, as the same may be supplemented and revised in the future. Pursuant to Section 3 of the Uniform Parcel Identifier Law (21 P.S. § 333), the County Assessment Office shall maintain a permanent record of all county tax maps with the uniform parcel identifier numbers clearly visible thereon, or in a data field directly linked to the parcel shown on the map, and easily accessible from that map.

C. Pursuant to Section 5(b) & 5(f) of the Uniform Parcel Identifier Law (21 P.S. § 335(b) & 335(f)) the county tax maps shall be maintained in paper form and electronic form with provisions for off-site, secure back-up for all county tax maps, on a daily basis, for each day during which county offices are open.

D. Electronic access to all county tax maps shall be maintained in the County Assessment Office. All revisions or new maps shall be available to the public by means of public access terminals in such office within ten days of the revision or addition being made to the master or original electronic map, pursuant to Section 5(d) of the Uniform Parcel Identifier Law (21 P.S. § 335(d)).

Section 6 – Uniform Parcel Identifier Assigned to Each Parcel

A. For each parcel of Real Estate described in a Document to be recorded in the office of the Crawford County Recorder of Deeds, and prior to presenting the Document for recording, the Crawford County Assessment Office shall assign to each parcel in the Document a Uniform Parcel Identifier, which shall correspond with the county tax maps, as the same may be supplemented and revised in the future.

B. At the request of an owner subdividing or proposing to transfer, mortgage, or release any parcel of realty within the County for which a new Uniform Parcel Identifier may be assigned, the officials of the permanent depository shall assign a Uniform Parcel Identifier to each such parcel included in the proposed transfer, mortgage, or release, as more particularly provided in Section 4(b) of the Uniform Parcel Identifier Law (21 P.S. § 334(b)). In the case of multiple described lots, tracts, parcels, or other described areas of land now contained in an existing and recorded "common deed" or document, and now treated as separate tax parcels, a separate uniform parcel identifier shall be assigned for each lot, tract, parcel, or other described area. The County Assessment Office may elect to issue a new Uniform Parcel Identifier if an interest less than the entire fee simple title to a parcel is transferred or affected by a Document, or if the Document transfers or affects less than all of a parcel, or in other similar instances.

C. If the conveyance in the proposed transfer represents a change of size or description of the Real Estate, the Owner shall provide the officials with either a metes and bounds description based on a precise survey or a lot number and reference to a recorded subdivision plan, which plan on its face shows metes and bounds, prepared by a professional land surveyor as required by the act of May 23, 1945 (P.L. 913, No. 367; 63 P.S. §148, *et seq.*), known as the Professional Engineers Registration Law. Any subdivision plan which was prepared prior to the effective date of the aforesaid act and

which contains reasonably accurate metes and bounds shall be deemed compliant with these provisions. This assignment of uniform parcel identifiers shall take place within one day of the presentation of the request for such assignment when accompanied by the survey or such subdivision plan. No metes and bounds description by survey or subdivision plan shall be required for any transfer, mortgage, release or other purpose involving a right-of-way, surface or subsurface easement, oil, gas or mineral lease or other interest, or any subsurface estate.

D. This Ordinance shall not be applicable to any consolidation or merger of two or more parcels in the County, except insofar as any Document presented for recording that implements a consolidation or merger must comply with this Ordinance.

Section 7 – Uniform Parcel Identifier Required to Record

Pursuant to Section 9781.1 of the County Code (16 P.S. §9781.1), the Commissioners do hereby require that beginning January 1, 2019, the Recorder of Deeds shall not record or accept for record any Document requiring a uniform parcel identifier number as above, unless the uniform parcel identifier is contained in the body thereof, or is endorsed thereon, and is certified by the permanent depository (the County Assessment Office). The Crawford County Recorder of Deeds shall make the initial determination of whether a Document submitted for recording to its office requires a uniform parcel identifier pursuant to this Ordinance.

Section 8 – Certification Required

A. The uniform parcel identifier set forth on a Document to the Recorder of Deeds shall be certified by the permanent depository to be correct before the Document is recorded. Each Document submitted to the permanent depository for certification of a uniform parcel identifier shall include the applicable Tax Map ID Number for certification, or the Tax Map ID Number from which a new Uniform Parcel Identifier is to be created. The person seeking to record the Document in the Recorder of Deeds Office shall provide information sufficient to identify the property and allow a certification of the Uniform Parcel Identifier by the Assessment Office.

B. The Assessment Office, after verification of the property's Tax Map ID Number, shall certify its acceptance of the Uniform Parcel Identifier and the Document prior to the recording of the Document by the Recorder of Deeds. The certification by the permanent depository shall be placed at or near the top left corner of the first page of the Document to be recorded. All Documents shall contain at least two inches of space at the top of the first page for this purpose.

C. The role of the Assessment Office in certifying the Uniform Parcel Identifier shall be only to determine which parcel(s) is/are affected by the Document presented for recording, and to assign an appropriate Uniform Parcel Identifier(s) for the parcel(s) involved.

1.) To minimize the chances of rejection by the Assessment Office, the following information shall be included on any Document presented for certification:

a.) The Tax Map ID Number of each parcel described in the Document; and

b.) The names of all current owners of each parcel described in the Document, as said names appear in the Deed which the Assessment Office's records indicate is the current source of title at the time of presenting the Document for recording.

D. It is the intention of the County that the certification be issued within one day of a Document being submitted to the permanent depository when the request is accompanied by all documentation, in proper order. When a Document meets the provisions of this Ordinance and any rules and procedures implemented hereunder, the certification should normally occur shortly after receipt of the Document by the permanent depository. Notification of rejection may be made orally by the Recorder of Deeds to the person seeking to record the Document, by telephone if a number is available, or by mail or email.

E. The party desiring to record a Document shall be solely responsible for the correctness of the Tax Map ID Number(s) set forth on the Document. The County, the permanent depository, and the Recorder of Deeds office shall not be liable to any party for the accuracy of any Uniform Parcel Identifier(s) certified on any Document.

Section 9 – Fees

The County shall charge and collect a fee for the services provided pursuant to this Ordinance. Such fee shall be payable to the Recorder of Deeds as the agent for the County at the time the Document is presented for recording. This fee shall be separate and distinct from any other charge or fee due upon presentation for recording of any Document subject hereto. The fee may from time to time be revised by resolution duly adopted by the Board of Commissioners of Crawford County. The initial fee is hereby established at \$20.00 for each Uniform Parcel Identifier affixed or certified as required pursuant to the Act and this Ordinance. If a single Document presented for recording contains or relates to multiple Uniform Parcel Identifiers, a separate fee shall be paid for each Uniform Parcel Identifier affixed or certified to each Document.

Section 10 – Recommendation of Recorder of Deeds

In accordance with Section 3 of the Uniform Parcel Identifier Law (21 P.S. §333) and Section 9781.1 of the County Code (16 P.S. §9781.1), written recommendation of the Recorder of Deeds of Crawford County is attached hereto.

Section 11 – Provisions Severable

The provisions of this Ordinance are severable. If any provision of this Ordinance, or its application to any person, entity or circumstances, is held invalid by a court of competent jurisdiction, such determined invalidity shall not affect any other provision or application of this Ordinance.

Section 12 – Effective Date

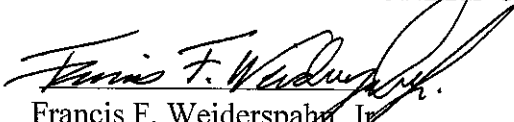
This Ordinance shall become effective on January 1, 2019.

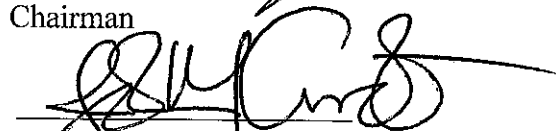
Section 13 – Repeal

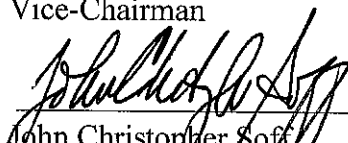
This Ordinance repeals and replaces Ordinance No. 2016-01 of Crawford County governing the same subject matter.

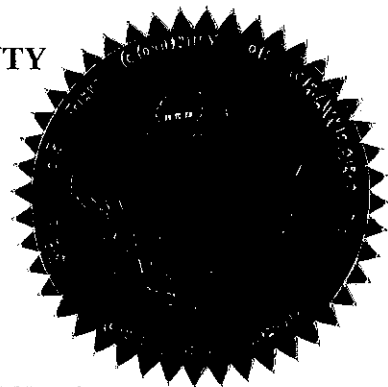
ENACTED AND ORDAINED by the Commissioners of Crawford County this 28th day of November, 2018.

BOARD OF COMMISSIONERS OF CRAWFORD COUNTY


Francis F. Weiderspahn, Jr.
Chairman


John M. Amato
Vice-Chairman


John Christopher Soff
Secretary



ATTEST:


Gina Chatfield, Chief Clerk

I, Deborah Curry, Recorder of Deeds of Crawford County, Pennsylvania, do as prescribed by Section 3 of the Uniform Parcel Identifier Law (21 P.S. §333) and Section 9781.1 of the County Code (16 P.S. §9781.1), recommend the adoption of the foregoing Ordinance by the Board of Commissioners of Crawford County, establishing a Uniform Parcel Identifier system according to the terms set forth herein, all in accordance with the Uniform Parcel Identifier Law (21 P.S. §331, *et seq.*).

RECORDER OF DEEDS, CRAWFORD
COUNTY, PENNSYLVANIA

Deborah Curry

Deborah Curry

Date: 11-29-2018